

**MINUTES OF GALLEYWOOD HERITAGE CENTRE PROJECT
COMMITTEE MEETING
HELD AT THE KEENE HALL, GALLEYWOOD
ON THURSDAY 3RD APRIL 2008 AT 10.00 am**

1. RECORD OF THOSE PRESENT

Cllr John Turkentine (Chairman), Cllr Bob Harman, Cllr Neville Paul, Cllr Mrs Janette Potter, Cllr, Roy Van Tromp, Cllr Bob villa, Mr. Ken Edwards – Advisor, Mr. Hugh Arnold – Advisor.

2. APOLOGIES AND REASONS FOR ABSENCE

None.

3. DECLARATION OF INTEREST (EXISTENCE AND NATURE), WITH REGARD TO ITEMS ON THE DECLARATION OF INTEREST.

Cllr Bob Villa declared a personal interest as Chairman of the Galleywood Common Association. Cllr Neville Paul declared a personal interest in relation to any issues concerning Chelmsford Scouts.

4. PUBLIC PARTICIPATION WITH RESPECT TO ITEMS ON THE AGENDA.

No members of the Public present.

5. MINUTES OF THE MEETING HELD ON THE 20TH MARCH 2008, MATTERS ARISING AND NOTES OF WORKING PARTIES HELD

The Minutes were proposed by Cllr John Turkentine, and seconded by Cllr Neville Paul, as a true record of the meeting and agreed. The Chairman signed the minute book.

Matters arising

6.1 Cllr Bob Villa reported that a site visit had been carried out by Eastern Soil Company and ground samples had been collected for analysis, and a full report is expected within three weeks.

6.2 Cllr John Turkentine reported that a copy of acknowledgment of correspondence re-stakeholders and sponsors has been forwarded to Cllr Mrs Janette Potter.

6.4 Cllr Mrs Janette Potter to investigate costs of storage, an outstanding action. Cllr Bob Harman reported that he had established via the internet, the average cost is in the region of £4.00 per square foot. Cllr Neville Paul was asked to contact the scouts and initiate discussions regarding their storage requirements.

7.1 Cllr Bob Villa reported that he had met with the Architect on site to confirm measurements of the building, from which plans will be drawn up for approval by the committee, once approved the planning application will be submitted on line. A meeting had taken place on Monday 31st March 2008 with the Planning Officer to check their application requirements, with a view to avoid any delay, those Present being, Cllr Mrs Janette Potter, Cllr Bob Villa Mr. Ron Odden Architect, and Planning Officer Neil Jordon. Once the application has been submitted the process period would be 6 – 8 weeks.

10.35 am Cllr Mrs Janette Potter joined the meeting (delay due to collecting keys from CHP)

Cllr Bob Villa also reported that a structural survey has been arranged to take place on Wednesday the 9th April 2008 at 2.00 pm. (Keys will be required to obtain access and Cllr Mrs Potter has been asked to arrange collection from CBC). It was also confirmed that the asbestos survey previously carried out by CBC September 2007 Type 2 survey, would be acceptable to Planning, but a Type 3 survey could be required by the Building department Officers, dependent on the degree of alterations that would take place during the refurbishment programme. Discussion will take place with the CBC Building Department once the drawings and refurbishment programme has been finally agreed.

Cllr Neville Paul was asked to obtain costs for additional storage facilities, should it be required (Porta Kabins/ Sheds).

Mr Ken Edwards had revised the programme review to version 2.0 and, formally passed over to Cllr John Turkentine.

The Clerk had been asked to place on the agenda for Full Council meeting, to consider the transfer of monies, to the Heritage Centre Project Committee Account, once the management structure had been agreed.

Cllr Bob Harman reported, that he had contacted with Alan Bowling via email to arrange a meeting week commencing the 14 April 2008, to discuss procedures for purchasing materials, contracts, and monitoring expenditure.

6. THE GALLEYWOOD HERITAGE CENTRE CHARITABLE TRUST

The timing and introduction of the Charitable Trust Model B document was discussed fully, with emphasis on Trustees Liabilities, and the management of the pre and post refurbishment period of the Heritage Centre. It was suggested, that the best way forward was to follow the recommendations of both the RCCE (Rural Community Council of Essex) and ACRE, (Action with Communities in rural England) "that the existing committee become the initial trustees for the first year". This was accepted by the Committee provided that adequate insurance protection for Trustees was put in place.

Clerk to contact and obtain a quotation from AON insurance company. This would be required, to operate simultaneously with the signing, of the Charitable Trust Constitution. Once the Trust has been established the Galleywood Heritage Committee would cease to operate.

7. BUSINESS PLAN

Cllr John Turkentine reported that he had received helpful comments regarding the amended business plan which he was finalising, and asked if any further comments were forthcoming he would appreciate them, as soon as possible. Once complete he will distribute for approval at full Council meeting.

8. ANY OTHER BUSINESS

8.1 Lease

Mr. Hugh Arnold reported that the lease document was virtually completed; he had received correspondence from Chelmsford Borough Council that the document had been sent to the Charity Commission for approval, and advised that the signatories of the lease document should be defined. It was agreed that the Chairman of the Parish Council and the Clerk of the Parish Council be the signatories of the lease document.

8.2 Friends of the Heritage Centre

In response to the action points, Item 19, 7th February 2008 and item 13, 6th March 2008 committee meetings, Cllr Mrs Janette Potter outlined her suggested procedure for the "launch" of

the Friends of the heritage meeting, scheduled for the 9th April 2008, which following discussion was agreed by the Committee.

9. CONFIRM DATE FOR FUTURE MEETING

Date of next meeting 24th April 2008 at 10.00 am Keene Hall.

There being no further business to be transacted the Chairman closed the meeting at 12.40 pm. Minutes taken by Cllr Bob Villa in the absence of Mrs Nicola Caton, Assistant Clerk to Galleywood Council.

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(Signed, Chairman on the 24th April 2008)